



DEPARTMENT OF ADMINISTRATION  
HUMAN RESOURCES DIVISION  
GOVERNMENT OF GUAM

JOB ANNOUNCEMENT  
OPEN COMPETITIVE EXAMINATION

TO ESTABLISH A LIST FOR THE POSITION OF

**SOCIAL WORKER I (CLTA)**

(Competitive Limited Term Appointment)

Appointment will only last for the duration of the federal funds  
(Position Code No.3.073)

FELIX P. CAMACHO  
Governor of Guam

MICHAEL W. CRUZ, MD  
Lieutenant Governor

LOURDES M. PEREZ  
Director

JOSEPH C. MANIBUSAN  
Deputy Director

ANNOUNCEMENT NO:

DOA174-08

APPLICATIONS WILL BE ACCEPTED  
FOR THE PERIOD

DECEMBER 17, 2008 - CONTINUOUS

PAY GRADE:

OPEN: K-1; \$24,656 P/A - K-10; \$36,984 P/A  
PROM: K-1; \$24,656 P/A - K-20; \$52,170 P/A

**WHO CAN APPLY**

Open to all government of Guam employees and the public.

**QUALIFICATION  
REQUIREMENTS**

Graduation from a recognized college or university with a Bachelor's degree in social or behavioral sciences.

**NECESSARY SPECIAL  
QUALIFICATION**

Possession of a valid driver's license. (Must be verified at the time of submission of application or include a photocopy).

**MINIMUM  
EDUCATIONAL  
REQUIREMENTS**

"Pursuant to Public Law 27-61, all employment in the service of the government of Guam shall have, as a reasonable measure of job performance, the minimum requirement of a high school diploma or a successful completion of a General Educational Development ("GED") Test, or any equivalent of a general education high school program, or a successful completion of a certification program, from a recognized accredited or certified vocational technical institution, in a specialized field required for the job. This shall apply to individuals hired after May 17, 2002. This requirement does not apply to incumbent employees hired prior to May 17, 2002 if applying for positions in the same class series."

**SUITABILITY  
DETERMINATION  
FORM**

Your employment application will not be deemed complete unless the Suitability Determination Form is completely filled out, signed and dated. If it is not complete, or missing from your application, your application for this position will be rejected. Please pay particular attention to question #2, if you answer "YES", you must attach your police clearance that is no older than one (1) month from the date of submitting your application. In addition, please resubmit an updated Suitability Form if anything has occurred that would warrant updating your responses on your Suitability Form after you have submitted your application.

**POLICE & COURT  
CLEARANCE  
REQUIREMENTS**

If you are selected for this position, your selection will be **conditional** pending submission of a recent police and court clearance, and taking and passing a drug test (see Drug Screening section of the announcement). The hiring department will mail a letter to you explaining these requirements. You will have five (5) business days from the postmarked date of your letter to submit police and court clearances that are no older than one (1) month from the date of your letter. The cost of the clearances is your responsibility. If you have already submitted clearances with your employment application, you will not be required to resubmit as long as they meet the date criteria above. If you do not have any convictions or conditions that would warrant rescinding the job offer, and pass the drug test, you will be notified of your start date.

**NATURE OF WORK**

This is routine professional social work involved in the application of social work principles in various social work settings. Employees in this class perform routine professional social work duties independently after initial training and work under closer supervision on a variety of more complex developmental assignments.

# SOCIAL WORKER I

## ILLUSTRATIVE EXAMPLES OF WORK

Conducts initial interviews and assesses appropriateness of referral. Interviews clients and other appropriate persons to obtain information on social history. Conducts assessment and develops service plan for the client. Evaluates present situation of family, children, or adults and makes recommendations regarding alternative placement. Refers clients to appropriate resources for specialized services; prepares all forms necessary to achieve service plan. Prepares written summary, or essential reports regarding case progress and maintains records on case activities. Cooperates with other agencies in making services available to clients. Attends court hearings in the interest of clients, or as requested. Performs related duties.

## KNOWLEDGE, ABILITIES & SKILLS

Knowledge of individual and group behavior and effective ways of working with people. Knowledge of the problems of personal and social adjustment. Ability to learn and apply social casework principles and practices. Ability to develop social work skills. Ability to learn, interpret and apply laws, regulations, policies and procedures pertaining to social work program. Ability to interview and prepare plan for clients having physical, mental and social problems. Ability to work effectively with the public and employees. Ability to communicate effectively, orally and in writing. Ability to prepare accurate case records and statistical reports. Skill in the safe operation of a motor vehicle.

## EXAMINATION REQUIREMENTS

A written test is not required. Applicants will be rated on a scale between 70.00 to 100.0 percent on the basis of their training, education and experience in relation to the requirements of the position.

## DOCUMENTATION REQUIREMENTS

Applicants claiming educational accomplishments are required to submit official or verified copies of transcripts or diplomas.

## INTERVIEWING PROCEDURES

A personal interview or interview by telephone (if off-island) will be held by the appointing authority or his designee for all eligibles referred via certification.

## DRUG SCREENING

This is a Testing Designated Position (TDP), as identified in the Drug Free Workplace Program. An applicant tentatively selected for this position will be required to submit to urinalysis for illegal use of drugs prior to final selection. {Exception: If the position change is for thirty (30) days or less, or the applicant is classified employee not moving to a TDP or currently occupies a government of Guam Testing Designated Position (TDP), no applicant test is required.} The selection is contingent upon a negative drug test result and, thereafter, the selectee will be subject to drug testing on a random basis as the incumbent of a TDP. Further, all government employees may be subject to drug testing under certain circumstances such as reasonable suspicion and after an accident or an unsafe practice. All individuals will have an opportunity to submit medical documentation that may support the legitimate use of a specific drug to a Medical Review Officer. An applicant's test results will be provided to the selecting official and the Department of Administration, Human Resources Division, before a final selection is made. A verified positive drug test result of a current employee occupying a TDP will also be provided to the employing appointing authority. Situations in which applicant refused or ignored the requirement to take a pre-employment drug test without just cause are to be handled as disqualified.

## WHERE TO APPLY

Submit job applications at the Department of Administration, Human Resources Division, 1st Floor, Governor Manuel F.L. Guerrero Building (formerly Administration Building), Hagatña, between the hours of 9:00 a.m. - 4:00 p.m., or the Department of Labor, One-Stop Career Center, GCIC Building, Hagatña, between the hours of 8:00 a.m. to 4:00 p.m., Monday through Friday. **Individuals with disabilities who require special accommodations should contact this office prior to any scheduled examinations or interviews.**

## FOR MORE INFORMATION

Call or visit us at the Department of Administration, Human Resources Division at (671) 475-1141/1128 or Text Telephone: 477-5016, or the Department of Labor, One-Stop Career Center at (671) 475-6400.

For:   
CECILIA G. MARTINEZ, Manager  
Human Resources Division

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER WE DO NOT DISCRIMINATE  
ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN,  
MARITAL STATUS, POLITICAL AFFILIATION OR DISABILITY, EXCEPT FOR  
POSITIONS REQUIRING BONA FIDE OCCUPATIONAL QUALIFICATIONS.**